

## CACFP Program Renewal

You are entering [North Dakota Department of Public Instruction](#) Child Nutrition and Food Distribution System (NDFoods).

North Dakota  
*login*

Already Registered - [Not sure?](#)

North Dakota Login:

Password:

[Forgot Login](#)  
[Forgot Password](#)

New to North Dakota Online Services?

Benefits of North Dakota Login

- One North Dakota Login and password to access multiple [ND Online Services](#)
- Register once for secure access to State services

Need help? Read through the [FAQ](#).

For assistance with this North Dakota Login, contact the [Service Desk](#).

If you need assistance with **this Online Service**, [please contact North Dakota Department of Public Instruction](#).

## Enter the NDFoods System

### Main Menu

Menu	Work Queue
<a href="#">Sponsor Profile</a> <a href="#">Search Orders</a> <a href="#">My Requests</a> <a href="#">Contact Us Form</a>	<b>You have 33 unread message(s).</b> <a href="#">View</a>
<b>Food</b> <a href="#">Search Food Survey</a>	<ul style="list-style-type: none"><li>• <b>Claims Not Submitted</b> (28)</li><li>• <b>Renew Application</b></li></ul> <a href="#">-Renew CACFP</a>
<b>Claims and Payments</b> <a href="#">Submit Claim</a> <a href="#">Claim History</a> <a href="#">Search Claims</a> <a href="#">Program Rates</a> <a href="#">Search Payments</a>	
<b>Food Invoice and Payment</b> <a href="#">Search Invoices</a>	

CACFP renewal occurs on August 1st of each year. Sponsors are required to enter the system and review, add or update all sponsor, site and individual information.

Once the renewal process is ready for the Sponsor to complete, the user will receive a notification in the Work Queue.

### Renew Child and Adult Care (CACFP) Application

The following information needs to be reviewed, updated and submitted to DPI.

Info	General	CACFP Details
Sponsor Details	● <a href="#">Incomplete</a>	● <a href="#">Incomplete</a>
Individuals	NA	● <a href="#">Incomplete</a>
<b>Sites</b>		
New Town Elementary School	● <a href="#">Incomplete</a>	● <a href="#">Incomplete</a>
<a href="#">Add A Site</a>		
<a href="#">Discontinue A Site</a>		

Click on “Incomplete” under the General section of Sponsor Details.

**Edit Sponsor**

**Organization Name:** New Town Public School  
**Organization Type:** Public  
**LA No:** 31001  
**Region:** 2 - Minot  
**County:** 31  
**Telephone:** 7014562589 (2223334444) **Ext:**   
**Fax:**  (2223334444)

**\*Receive Direct Deposit:** ☐ Yes ☒ No

**Mailing Address**  
**\*Address:** PO BOX 700 NEW TOWN ND 58763-0700

**Shipping Address**  
**\*Same as mailing address:** ☒ Yes ☐ No

☐ I have reviewed the information and to the best of my knowledge it is accurate.

\*Required

Review the information and check the box and click "Save".

**Update successful**

**Renew Child and Adult Care (CACFP) Application**

The following information needs to be reviewed, updated and submitted to DPI.

Info	General	CACFP Details
Sponsor Details	<span style="color: green;">●</span> Complete	<span style="color: red;">●</span> Incomplete
Individuals	NA	<span style="color: red;">●</span> Incomplete
Sites		
New Town Elementary School	<span style="color: red;">●</span> Incomplete	<span style="color: red;">●</span> Incomplete
<a href="#">Add A Site</a>		
<a href="#">Discontinue A Site</a>		

Click on "Incomplete" under the CACFP Details section of Sponsor Details.

**Edit Sponsor Child and Adult Care (CACFP) Details**

**Sponsor:** New Town Public School  
**LA No:** 31001  
**Year:** 2013

**\*Receiving USDA Foods:** ☐ Yes ☒ No

**Other states that you are participating in CACFP:**

**\*Pricing Meals:** ☐ Yes ☒ No

**Pricing Policy:**

The following documents must be downloaded, completed and either attached (preferred), or delivered to DPI by mail or fax (701-328-9566).

Document Name	Download	Attached File	Will Deliver
Affiliation Certification - 53379	<a href="#">PDF</a>   <a href="#">MS Word</a>	<a href="#">Attach</a>	<input type="checkbox"/>
Budget Centers - 52041	<a href="#">PDF</a>   <a href="#">MS Word</a>	<a href="#">Attach</a>	<input type="checkbox"/>
Federal Funds Disclosure Report - 51917	<a href="#">PDF</a>   <a href="#">MS Word</a>	<a href="#">Attach</a>	<input type="checkbox"/>
Management Plan for Centers - 53806	<a href="#">PDF</a>   <a href="#">MS Word</a>	<a href="#">Attach</a>	<input type="checkbox"/>

☐ I have reviewed the information and to the best of my knowledge it is accurate.

If the Sponsor chooses "Yes" to Pricing Meals, they must indicate a Pricing Policy in the box provided.

Complete the required information and make any necessary changes. The required documents must be completed and attached or delivered by mail to DPI. Click on "Save" to continue.

Update successful

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Individuals	NA	● <a href="#">Incomplete</a>
<b>Sites</b>		
New Town Elementary School	● <a href="#">Incomplete</a>	● <a href="#">Incomplete</a>
<a href="#">Add A Site</a>		
<a href="#">Discontinue A Site</a>		

[Return](#)

[Submit To DPI](#)

Click on “Incomplete” under the CACFP Details section for Individuals .

### List Individuals

**Sponsor:** New Town Public School

**LA No:** 31001

**Program:** Child and Adult Care (CACFP)

Name	Role	Telephone	Email	Action
<a href="#">Carla Wardzinski</a>	Lead Food Service Worker	701-328-2319		<a href="#">Edit</a>   <a href="#">Delete</a>
<a href="#">Marc Bluestone</a>	Authorized Rep	701-222-1143	<a href="mailto:lschloer@nd.gov">lschloer@nd.gov</a>	<a href="#">Edit</a>   <a href="#">Delete</a>
<a href="#">Marc Bluestone</a>	Finance Manager	701-222-1143	<a href="mailto:lschloer@nd.gov">lschloer@nd.gov</a>	<a href="#">Edit</a>   <a href="#">Delete</a>
<a href="#">Marc Bluestone</a>	Lead Food Service Worker	701-222-1143	<a href="mailto:lschloer@nd.gov">lschloer@nd.gov</a>	<a href="#">Edit</a>   <a href="#">Delete</a>
<a href="#">Marc Bluestone</a>	Record Keeper	701-222-1143	<a href="mailto:lschloer@nd.gov">lschloer@nd.gov</a>	<a href="#">Edit</a>   <a href="#">Delete</a>
<a href="#">Marc Bluestone</a>	USDA Food Rep	701-222-1143	<a href="mailto:lschloer@nd.gov">lschloer@nd.gov</a>	<a href="#">Edit</a>   <a href="#">Delete</a>
<a href="#">Add An Individual</a>				

☒ I have reviewed the information and to the best of my knowledge it is accurate.

[Return](#)

[Save](#)

Review the information for all individuals associated with the Sponsor. Check the box and click “Save”.

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Individuals	NA	● <a href="#">Complete</a>
<b>Sites</b>		
New Town Elementary School	● <a href="#">Incomplete</a>	● <a href="#">Incomplete</a>
<a href="#">Add A Site</a>		
<a href="#">Discontinue A Site</a>		

[Return](#)

[Submit To DPI](#)

Click on “Incomplete” under the General section for each site listed.

### Edit Site Details

**Sponsor:** New Town Public School

**Name:** New Town Elementary School

**\*Distribution Type:** Server and Delivery

**\*Telephone:**  (2223334444) **Ext:**

**Fax:**  (2223334444)

**\*Administration Type:** Site is Legal Entity of the Sponsor

#### Mailing Address

**\*Address:** PO BOX 700 NEW TOWN ND 58763-0700

#### Shipping Address

**\*Same as mailing address:** ☒ Yes ☐ No

☐ I have reviewed the information and to the best of my knowledge it is accurate.

Review the site details and check the box and click "Save".

Update successful

### Renew Child and Adult Care (CACFP) Application

The following information needs to be reviewed, updated and submitted to DPI.

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Sponsor Details	<span>Complete</span>	<span>Complete</span>
Individuals	NA	<span>Complete</span>
<b>Sites</b>		
New Town Elementary School	<span>Complete</span>	<span>Incomplete</span>
<a href="#">Add A Site</a>		
<a href="#">Discontinue A Site</a>		

Click on "Incomplete" under the CACFP Details section for each site listed.

## Edit Site Child and Adult Care (CACFP) Details

**Site:** New Town Elementary School  
**Sponsor:** New Town Public School  
**Year:** 2013  
**Status:** Incomplete

<b>*Center Type:</b> <input type="text" value="Regular child care center"/> <b>*Site Classification:</b> <input type="text" value="Regular child care center"/> <b>*Site is a School:</b> <input type="radio"/> Yes <input checked="" type="radio"/> No <b>*Approval Type:</b> <input type="text" value="Department of Human Services license"/> <b>*License Number:</b> <input type="text"/> <b>*License Capacity:</b> <input type="text"/> <b>*License Expiration Date:</b> <input type="text" value="MM/DD/YYYY"/> <b>*Food Service Type:</b> <input type="text"/> <b>*Lead Food Service Worker Waiver:</b> <input type="radio"/> Yes <input checked="" type="radio"/> No <b>*Breakfast Participation:</b> <input type="radio"/> Yes <input checked="" type="radio"/> No <b>*Lunch Participation:</b> <input type="radio"/> Yes <input checked="" type="radio"/> No <b>*Snack Participation:</b> <input type="radio"/> Yes <input checked="" type="radio"/> No <b>Eligible for At-Risk After School Snack:</b> No <b>*At-Risk After School Snack Participation:</b> <input type="radio"/> Yes <input checked="" type="radio"/> No <b>*Supper Participation:</b> <input type="radio"/> Yes <input checked="" type="radio"/> No	<b>Months of Operation</b> <b>Select All Months:</b> <a href="#">Yes</a>   <a href="#">No</a> <b>*January:</b> <input type="radio"/> Yes <input checked="" type="radio"/> No <b>*February:</b> <input type="radio"/> Yes <input checked="" type="radio"/> No <b>*March:</b> <input type="radio"/> Yes <input checked="" type="radio"/> No <b>*April:</b> <input type="radio"/> Yes <input checked="" type="radio"/> No <b>*May:</b> <input type="radio"/> Yes <input checked="" type="radio"/> No <b>*June:</b> <input type="radio"/> Yes <input checked="" type="radio"/> No <b>*July:</b> <input type="radio"/> Yes <input checked="" type="radio"/> No <b>*August:</b> <input type="radio"/> Yes <input checked="" type="radio"/> No <b>*September:</b> <input type="radio"/> Yes <input checked="" type="radio"/> No <b>*October:</b> <input type="radio"/> Yes <input checked="" type="radio"/> No <b>*November:</b> <input type="radio"/> Yes <input checked="" type="radio"/> No <b>*December:</b> <input type="radio"/> Yes <input checked="" type="radio"/> No
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### \*Meal Shifts

#	Meal Type	Start Time	End Time	Action
1	<input type="text" value="Breakfast"/>	<input type="text" value="AM"/> <input type="radio"/> AM <input checked="" type="radio"/> PM	<input type="text" value="AM"/> <input type="radio"/> AM <input checked="" type="radio"/> PM	<a href="#">Delete</a>
2	<input type="text" value="Lunch"/>	<input type="text" value="AM"/> <input type="radio"/> AM <input checked="" type="radio"/> PM	<input type="text" value="AM"/> <input type="radio"/> AM <input checked="" type="radio"/> PM	<a href="#">Delete</a>
3	<input type="text" value="Snack"/>	<input type="text" value="AM"/> <input type="radio"/> AM <input checked="" type="radio"/> PM	<input type="text" value="AM"/> <input type="radio"/> AM <input checked="" type="radio"/> PM	<a href="#">Delete</a>
4	<input type="text" value="At Risk After School Snack"/>	<input type="text" value="AM"/> <input type="radio"/> AM <input checked="" type="radio"/> PM	<input type="text" value="AM"/> <input type="radio"/> AM <input checked="" type="radio"/> PM	<a href="#">Delete</a>
5	<input type="text" value="Supper"/>	<input type="text" value="AM"/> <input type="radio"/> AM <input checked="" type="radio"/> PM	<input type="text" value="AM"/> <input type="radio"/> AM <input checked="" type="radio"/> PM	<a href="#">Delete</a>

☐ I have reviewed the information and to the best of my knowledge it is accurate.

\*Required

Complete all of the required information and check the box and click "Save".

Update successful

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<b>Sites</b>		
New Town Elementary School	<a href="#">Complete</a>	<a href="#">Complete</a>
<a href="#">Add A Site</a>		
<a href="#">Discontinue A Site</a>		

Once all of the information is in "Complete" status and the buttons are green instead of red, click on "Submit" to DPI for final approval.

Renewal successfully submitted.

### Main Menu

Menu	Work Queue
<a href="#">Sponsor Profile</a> <a href="#">Search Orders</a> <a href="#">My Requests</a> <a href="#">Contact Us Form</a>	<p><b>You have 36 unread message(s). <a href="#">View</a></b></p> <ul style="list-style-type: none"> <li><b>Food Surveys (1)</b></li> <li><b>Claims Not Submitted (28)</b></li> </ul>

The renewal information is submitted to DPI and is reviewed and approved, returned for changes or denied.